

Attachment 11A: FY2005 2nd Quarter Standard Guidance Checklist Cover Brief

The Customer Checklist has been incorporated into the Standard Guidance Checklist (SGC) as recommended by the Office of the Deputy Chief Financial Officer, Accounting & Finance Program & Analysis (ODCFO, A&FP&A). The SGC needs to be jointly completed by the customer and their accounting service provider during the financial review process. Completion and responsibility of the SGC ultimately resides on the customer. The Statement of Custodial Activity has been included. The Standard Guidance Checklist is applicable for 2nd Quarter reporting.

Please provide the appropriate Point of Contacts (POC's) (Customer and DFAS-center, including telephone numbers) on the cover page. Use the drop down menu in the "Answer" column of the SGC to respond to the questions. **Do not type in answers in this column.** This simplifies consolidating the data.

If you have any questions, please contact DFAS-ARL, Financial Statements and Reports, POC is Luis Rosado at (703) 607-5067.

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